
Prepare for Advancement Through Testing

Defense Acquisition University

Major Points



College credit is important

- ☐ to have a DOD career in the acquisition workforce,
- ☐ to hold a contracting warrant, or
- ☐ to qualify for an Acquisition Corps.



Current standards require credits in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.



You can meet these standards by passing approved examinations. These examinations are free of charge to you through the DANTES examination program.

Background

Beginning 1 October 1993, Department of Defense employees with less than 10 years of acquisition experience as of October 1 1991, wanting to:

- ☐ enter the GS-1102 occupational series
- ☐ move up within the GS-1102 series, or
- ☐ get a contracting officer's warrant

must:

- ☐ hold a baccalaureate degree, or
- ☐ have 24 semester credit hours by taking courses, or passing approved equivalency examinations

in any combination of the following business disciplines:

- | | |
|--|--|
| <input type="checkbox"/> accounting | <input type="checkbox"/> business finance |
| <input type="checkbox"/> contracts | <input type="checkbox"/> purchasing |
| <input type="checkbox"/> economics | <input type="checkbox"/> industrial management |
| <input type="checkbox"/> marketing | <input type="checkbox"/> quantitative methods |
| <input type="checkbox"/> organization and management | |

To qualify for an **Acquisition Corps**, individuals in the acquisition workforce who, on October 1, 1991, had less than 10 years of acquisition experience must:

- ☐ hold a baccalaureate degree

and have either

- ☐ 24 semester credit hours in their career field, and 12 hours in those business disciplines listed previously

or,

- ☐ 24 semester credit hours in those business disciplines listed previously

Refer to DOD Manual 5000.52M, Career Development Program for Acquisition Personnel, for more information.

The Examination Program

The Defense Activity for Non-Traditional Educational Support (DANTES) sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and the Educational Testing Service (ETS). Most accredited institutions of higher education accept these examinations for academic credit. Military education offices that have DANTES Test Centers can administer the exams to eligible civilian and military personnel.

Nine examinations are available. The accepted examinations are the DANTES Subject Standardized Tests (DSSTs) and the subject examinations of the College Level Examination Program (CLEP). These examinations have been reviewed and evaluated by the American Council on Education (ACE) and are accepted by many colleges and universities for credit.

Nonduplicating combinations of course work and examination credit may be used. If, for example, you have 18 hours of credit already, then you need only take two different examinations in other areas for the other six credit hours.

Eligibility

Everyone in the acquisition workforce (employees seeking to qualify for the Acquisition Corps must have been hired on or before 1 October 1991) can use DANTES credits to meet the educational standard. The acquisition workforce includes:

- ☐ all contracting specialists
- ☐ all warranted contracting officers
- ☐ most purchasing specialists
- ☐ industrial property managers

and some personnel in the following career fields, depending on whether their job supports the DOD acquisition system:

- ☐ program management
- ☐ communications-computer systems
- ☐ acquisition logistics
- ☐ auditing
- ☐ business, cost estimating and financial management
- ☐ manufacturing and production (includes quality assurance)
- ☐ systems planning research, development, and engineering
- ☐ test and evaluation

Examinations

Acquisition Education Requirement	DSST or CLEP Examination	Recommended Credit
Accounting	DSST 525 - Principles of Financial Accounting	3
Business Finance	DSST 524 - Principles of Financial Accounting	3
Economics	CLEP 036 - Principles of Macroeconomics	3
	CLEP 037 - Principles of Microeconomics	3
Law	DSST 534 - Business Law II	3
Marketing	CLEP 023 - Principles of Marketing	3
Organization and Management	DSST 530 - Personnel/ Human Resources Management	3
	DSST 531 - Organizational Behavior	3
Quantitative Methods	DSST 450 - Principles of Statistics	3
		27 semester hours

Defense Acquisition University Testing Program Eligibility Statement

Complete this statement, including authorization signature, and take it to your local DANTES Test Control Officer (at Military Installation Education Centers or other DOD Education Offices).

[Name]_____

is authorized by DOD Instruction 5000.58 to take the DANTES equivalency examination(s) checked below without charge to the employee.

- ☐ DSST 450 - Principles of Statistics
- ☐ DSST 524 - Principles of Finance
- ☐ DSST 525 - Principles of Financial Accounting
- ☐ DSST 530 - Personnel/Human Resources Management
- ☐ DSST 531 - Organization Behavior
- ☐ DSST 534 - Business Law II
- ☐ CLEP 023 - Principles of Marketing
- ☐ CLEP 036 - Introductory Macroeconomics
- ☐ CLEP 037 - Introductory Microeconomics

The employee: (1) needs academic credit to qualify for the Acquisition Corps, a contracting warrant, and/or positions in the acquisition workforce; (2) had less than ten years acquisition experience as of October 1, 1991; and (3) if seeking to qualify for the Acquisition Corps, was hired on or before October 1, 1991. Applications must be approved by the employee's supervisor or personnel officer.

Approving Official's Signature and Title

Date